



Department of the Navy  
Civilian Jobs That Make A Difference To Our Country And The World

*No Limits No Bounds*

# Civilian Hiring and Recruitment Tool (CHART)



Department of the Navy  
Civilian Jobs That Make A Difference To Our Country And The World

*No Limits No Bounds*

# What is CHART?

**New automated on-line application enabling easy Access to job information.**

NEW————→ Enhanced job search

NEW————→ Streamlined application process

NEW————→ Applicant e-mail notification

NEW————→ online resume status tracking



# What is CHART?

**New automated on-line application enabling easy Access to job information.**

NEW————> Job Interest notifier

NEW————> Easy to Read announcements

NEW————> Job search profiles w/email notification

NEW————> Application status tracker



# What is CHART

- Remains located at [www.donhr.navy.mil](http://www.donhr.navy.mil) -Jobs, Jobs, Jobs
- Resumes created under RESUMIX transfer into CHART
- Directs external and internal applicants to those positions
- Print the entire announcement
- Print entire resume within the system



# EASY as! 1.....2.....3.....

- Log onto.....
- [www.donhr.navy.mil](http://www.donhr.navy.mil)
- Click Jobs, Jobs, Jobs

Thursday, December 04, 2003

HOME Welcome to DONHR JOB OPPORTUNITIES HR LIBRARY SR EXEC SERVICE HR SERV CENTERS

DEPARTMENT OF THE NAVY  
CIVILIAN HUMAN RESOURCES

SEARCH  
CONTACT US

US NAVY USMC

Jobs, Jobs, Jobs

- [EBIS](#)
- [Pay & Benefits](#)
- [Training](#)
- [Civilian Personnel Programs](#)
- [EEO/Diversity](#)
- [Quality of Worklife](#)
- [Whistleblower Disclosures](#)
- [Civilian Recruiters](#)
- [GAO Reports](#)
- [Other Links](#)

Office of the Deputy Assistant Secretary of the Navy  
for Civilian Human Resources

## CIVILIAN HUMAN RESOURCES

We ensure that the **right people** are in the **right place**  
at the **right time** to support the mission of the  
**Department of the Navy**

Homepage graphic: Welcome to the Department of the Navy, Civilian Human Resources

[Defense Civilian Personnel Data System](#)  
Defense Civilian Personnel Data System (DCPDS) is migrating to version 11i. Important information relevant to this migration is available [here](#).

[We're Hiring](#)  
Check here for important information on civilian career opportunities with the Navy and Marine Corps

[HR Reengineering Effort](#)  
Learn more about this major initiative and the thinking that's driving it forward

[Department of the Navy Civilian Human Resources Manual \(DON CHRM\)](#)  
The DON CHRM implements Civilian Personnel and EEO policies, establishes DON-wide procedures, provides guidelines and model programs, delegates the authority, and assigns the responsibility for the management of civilian employees across the DON


[Civilian Community Management](#)  
Civilian Community Management is designed to enhance and develop the career building skills and opportunities for the civilian workforce

[NMCI Information](#)

# No limits no bounds!

Click on:  
Jobs, Jobs, Jobs


Helpful information  
is provided on this  
page. Take a  
moment  
to read!




THURSDAY, DECEMBER 04, 2003

HOMEWelcome to DONHRRJOB OPPORTUNITIESHR LIBRARYSR EXEC SERVICESR SERV CENTERS

SEARCHCONTACT US





- Jobs, Jobs, Jobs
- Benefits
- Pledge to Applicants

There are no limits or bounds to a civilian career in the Department of the Navy. All the tools you need to search for jobs, build a resume, apply online, and see the status of your resume are at your fingertips, accessible and available 24 hours a day, 7 days a week. Just click on [Jobs, Jobs, Jobs](#) to start your journey.

**APPLYING FOR A DEPARTMENT OF THE NAVY CIVILIAN CAREER IS EASY ...**

Department of the Navy has seven [Human Resources Service Centers](#) located worldwide. Each HRSC recruits individuals through job opportunity announcements to fill Navy and Marine Corps civilian vacancies occurring in its serviced area.

**STEP 1: CONDUCT A JOB SEARCH**

The first step in applying for a job is to perform a search of the job opportunity announcements listed under [Jobs, Jobs, Jobs](#), **Search for Jobs**. You can search for jobs by position title or series; city, state or country; or salary.

For most of the job opportunity announcements, you must meet one of the [Common Hiring Categories](#) to apply. You will be asked three eligibility questions before you perform your search, to help guide you to those announcements for which you are eligible to apply. In addition, you will want to review the **Who May Apply** section of the announcement to make certain that you meet the eligibility requirements listed.

No time to search yourself? No problem! Set up job search agents using **My Searches** that will automatically search each job opportunity announcement and e-mail you when new announcements are posted that match

6



# New Look! Improved Services!



*No Limits, No Bounds*

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

Civilian jobs that make a difference to our country and the world

Home | Search for Jobs | Applicant Tools | Applicant Information

10/9/2003 11:29:14 AM

US NAVY | US MARINE CORPS

**LOGIN TO YOUR ACCOUNT!**



SSN

PASSWORD

**SUBMIT**

[Forgot your password?](#)

**What's New...**

**The Department of the Navy's Civilian Hiring and Recruitment Tool** - This is our enhanced on-line application tool. You can Search for Jobs, log in if you have an existing account from our resume builder, or Create an Account if you don't already have one.

**Log in, and take a look!**

**Department of the Navy's Civilian Hiring and Recruitment Tool**

**1 Search for Jobs**

- Search for current DON job openings.
- Apply for open job positions online.

**2 Create Account**

- Create a password-protected, personalized account.
- Build your resume and create automated job search agents.

**3 Manage Account**

- Edit your user account, resume, and job search agents.
- Review job applications, resume activity, and user notices.

**DON Hot Jobs**

**PIPEFITTER WORKER**

Grade(s): WG 08.  
Location: GREAT LAKES,IL; NAVY PUBLIC WORKS CENTER; MAINTENANCE DEPARTMENT;PIPEFITTING SHOP  
Closing Date: 11/18/2003

**MEDICAL TECHNOLOGIST**

Grade(s): GS 11.  
Location: GREAT LAKES,IL; NAVAL HOSPITAL; LABORATORY DEPARTMENT  
Closing Date: 10/09/2003

**INDUSTRIAL EQUIPMENT REPAIRER**

Grade(s): WG 08.

**Upcoming Events**

**10/8/2003 - 10/11/2003**

Society of Women Engineers Conference, Birmingham, AL  
[www.swe2003.org](http://www.swe2003.org)

**10/10/2003**

Annual Career Forum, Harvard University  
[www.ocs.fas.harvard.edu](http://www.ocs.fas.harvard.edu)

**10/13/2003**


NAACP Diversity Career Fair, Los Angeles, CA  
[www.naacpcareerfair.com](http://www.naacpcareerfair.com)

**10/16/2003 - 10/18/2003**

Hispanic Engineer National Achievement Awards

# LOGIN

Login using your SSN and Password established in RESUMX. If you do not remember your password click on Forgot your password. You cannot create a new account if you already have one established!



US NAVY US MARINE CORPS

LOGIN TO YOUR ACCOUNT!

DEPARTMENT OF THE NAVY  
CIVILIAN HUMAN RESOURCES

SSN

PASSWORD

**SUBMIT**

[Forgot your password?](#)

**What's New...**

**Important System Notice** - The scheduled system maintenance for HRSC-East and HRSC-SE has been completed. The ability to apply to all job opportunity announcements for these Regions has been restored. We apologize for the inconvenience.

**The Department of the Navy's Civilian Hiring and Recruitment Tool** - This is our enhanced on-line application tool. You can Search for Jobs, log in if you have an existing account from our resume builder, or Create an Account if you don't already have one. Log in, and take a look!



# You are logged in

Department of the Navy's Civilian Hiring and Recruitment Tool



<b>1 Search for Jobs</b> <ul style="list-style-type: none"><li>Search for current DON job openings.</li><li>Apply for open job positions online.</li></ul>	<b>2 Create Account</b> <ul style="list-style-type: none"><li>Create a password-protected, personalized account.</li><li>Build your resume and create automated job search agents.</li></ul>	<b>3 Manage Account</b> <ul style="list-style-type: none"><li>Edit your user account, resume, and job search agents.</li><li>Review job applications, resume activity, and user notices.</li></ul>
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You must be logged into CHART to apply for vacancies!  
Watch your session screen to ensure your login status.

Department of the Navy  
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a difference to our country and the world

10/20/2003 10:33:22 AM

 **US NAVY**  **US MARINE CORPS**

 **YOU ARE LOGGED IN**


**LOG OUT**

**What's New...**

**Important System Notice** - Due to system maintenance for HRSC-PAC and HRSC-SW, the ability to apply to some job opportunity announcements will be unavailable for approximately one week, beginning on October 17, 2003. Impacted job opportunity announcements will include a specific notice. We apologize for the inconvenience.

**The Department of the Navy's Civilian Hiring and Recruitment Tool** - This is our enhanced on-line application tool. You can Search for Jobs, log in if you have an existing account from our resume builder, or Create an Account if you don't already have one. Log in, and take a look!

# My Account



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Home | Search for Jobs | Applicant Tools | Applicant Information

12/4/2003 1:09:41 PM

**My Account**  
Review and Update Your Current Account Information

**Current Mailing Address**

**Email Address**

**Contact Number**  
904-542-4353

**Quick Tips**

**Change Your Contact Information**  
Use this function to change the Contact Information for your account. **Note:** If you want to send your updates to the Human Resources Service Centers where you have a resume on file, you must use the Send Your Updated Contact Information link described below.

**Change Your Password**  
Use this function to change your account password and/or password hint.

**Send Your Updated Contact Information**  
Use this function to send your contact information updates to the Human Resources Service Centers where you have a resume on file.

**Change Your Contact Information**  
Change your name, address, contact number, or email

**Change Your Password**  
Change your account password and hint

**Send Your Updated Contact Information to Centers**  
Send your updated contact information to the Centers where you have a resume on file

# Update contact information



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[Home](#) | [Search for Jobs](#) | [Applicant Tools](#) | [Applicant Information](#)

12/4/2003 1:10:27 PM

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### Update Contact Information

Enter Your Updated Contact Information

\* - required field

**Name**

First Name \*:

Middle Initial:

Last Name \*:

**Mailing Address**

Line 1 \*:

Line 2:

Line 3:

Line 4:

City, State, Zip Code \*:  ,   -

Country:

**Primary Contact Phone Number**

Area Code and Number \*:  )  -

Extension:

**Quick Tips**


**Updating Information**  
Update the fields you wish to change and click the 'Update' button (required fields are identified by the red asterisk).

**Country**  
You only need to enter a Country if you live outside the United States.

**Overseas Contact Phone Numbers**  
For overseas phone numbers, please enter as shown below:  
 )  -

**Email Address**  
You are not required to enter an email address, but it is highly recommended. There are several enhanced features of this recruiting system that will not be available to Users that do not identify a valid email address.

# Change Password



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Home Search for Jobs Applicant Tools Applicant Information 12/4/2003 1:10:49 PM

### Change Password and Password Hint

Enter and Verify Your New Password and Password Hint

\* - required field

Type New Password Here (10 characters max) \*

Verify New Password Here (10 characters max) \*

Type New Password Hint Here (20 characters max) \*

Make Change

Cancel

#### Quick Tips

##### New Password

Enter your new password in the identified field. To verify your password selection, please re-enter your new password in the Verify New Password field.

##### Password Hint

The Password Hint can be emailed to you in the event you forget your password. Please use a hint that is specific enough to help you remember your password.

##### Just Updating your Password Hint?

To do this, enter your current password in both the New Password and Verify New Password fields, then input your new Hint and click the 'Update' button.

# Update Account

[Home](#) | [Search for Jobs](#) | [Applicant Tools](#) | [Applicant Information](#) | 12/9/2003 8:18:59 AM

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## My Account

Updating Regional Service Centers with Current Contact Information

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[previous](#)

Your current resume status for each of the Regional Service Centers is identified below.

**Searching Regional Service Centers for Active Resumes to Update (Report Date: 12/9/2003)**

Checking Pacific Region:  
[No active resume was found in the Pacific Region.](#)

---

Checking Europe Region:  
[No active resume was found in the Europe Region.](#)

---

Checking Northeast Region:  
[No active resume was found in the Northeast Region.](#)

---

Checking Northwest Region:  
[Your active resume found in the Northwest Region has been updated.](#)

---

Checking Southeast Region:  
[Your active resume found in the Southeast Region has been updated.](#)

---

Checking Southwest Region:  
[No active resume was found in the Southwest Region.](#)

---

Checking East Region:  
[No active resume was found in the East Region.](#)

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**DONE**

# Improved Services



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10/20/2003 9:00:28 AM

[Home](#) | [Search for Jobs](#) | [Applicant Tools](#) | [Applicant Information](#)

Department of the Navy

[My Account](#)  
[My Searches](#)  
[My Resume](#)  
[My Job Interests](#)  
[My Status](#)  
[My Notices](#)

### Recruitment Tool

[My Account](#)  
Change your password and contact information

[Search For Jobs](#)  
Search and apply for jobs

[My Searches](#)  
Create and edit automated search agents

[My Resume](#)  
Create and edit your personal resume

[My Job Interests](#)  
Review your current job applications

[My Status](#)  
Check for actions on current job applications

[My Notices](#)  
Check on resume status and review recent activity

 **US NAVY**

 **US MARINE CORPS**



YOU ARE LOGGED IN

[LOG OUT](#)

### What's New...

**Important System Notice** - Due to system maintenance for HRSC-PAC and HRSC-SW, the ability to apply to some job opportunity announcements will be unavailable for approximately one week, beginning on October 17, 2003. Impacted job opportunity announcements will include a specific notice. We apologize for the inconvenience.

**DON Hot Jobs**

PIPEFITTER WORKER


**Upcoming Events**

10/18/2003 - 10/21/2003

The Department of the Navy's Civilian



# My Resume



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HomeSearch for JobsApplicant ToolsApplicant Information10/3/2003 8:13:28 AM

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## My Resume

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You may select a specific section to Edit or Complete

**My Resume Home**

1. [Contact Information](#)
2. [Eligibility](#)
3. [Education](#)
4. [Work History](#)
5. [Other Work Related History](#)
6. [U.S. Military Service](#)
7. [Additional Data Sheet](#)

OR

Build Resume

Action

Preview Resume

### Quick Tips

**General Instructions**  
Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information. For more information on how to prepare your resume check out our [How to Prepare a Resume and Sample Resume](#) and [Sample Resume information](#). To submit a resume, you must apply directly from a job opportunity announcement. Go to Search for Jobs, locate and open the announcement you wish to apply on and use the Apply Now Button. From there go to My Resume and use the Submit Button.

**Required Fields**  
There are several required fields on this form. They are identified with asterisks "\*". You will not be able to submit your resume for a position if any required information is missing.

**Navigation**  
Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

**What to Avoid**  
Do not use signs and symbols such as % # \* = or other

**Update or create  
your resume  
in My resume**


# Job Search

Exact matches can be made in a search

- Hot Jobs  
View jobs for which we have critical and/or immediate needs
- SES Jobs  
View our executive-level job openings
- Announcement Number  
Allows partial announcement number search
- Position Title Keyword(s)  
Allows partial word search.
- Job Location  
Enter a Country or Country and a State, or Country, State and a City
- Plan and Level  
You must first select a Pay Plan - You can then select a level



# Job Search



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Home Search for Jobs Applicant Tools Applicant Information 10/9/2003 12:13:52 PM

### Search for Jobs

[previous](#)

**Search**

☒ All Jobs ☐ Hot Jobs ☐ SES Jobs

**Announcement Number**

**Position Information**

Position Title Keyword(s)

Series  
 (Enter 4 Digits. Example: 0018.)

**Pay Information**

Pay Plan  Level

Minimum Salary Range  
\$   
(Enter annual salary rate. To convert hourly rate to annual, multiply by 2087.)

**Job Location**

Country  State  City

**Major Claimant/Organization**

[Search](#)

### Quick Tips

**General**  
The search will look for exact matches. To find out what works for you, try different search parameters to widen or narrow your search results.

**Hot Jobs**  
Click on this option if you're only interested in viewing jobs for which we have critical and/or immediate needs.

**SES Jobs**  
Click on this option to view our executive-level job openings.

**Announcement Number**  
Allows partial announcement number search.

**Position Title Keyword(s)**  
Allows partial word search. For example, searching on "cler" will match against such titles as "BUDGET CLERK" and "CLERK-TYPIST". If searching on multiple words, be sure to enter a percent sign (%) = wildcard designator) in between words.

**Job Location**  
You may enter just a Country, Country and a State, or Country, State and a City.


**Pay Plan**  
Use this if you are only interested in a particular Pay Plan. For example, if you search on "GS", you will not match against similar jobs that are under Demonstration Project (e.g., Pay Plans AD, DA, etc.).

**Level**  
You must first select a Pay Plan. You may select on multiple levels by pressing SHIFT or CTRL key and clicking as appropriate. Selecting multiple levels will result in a range search. For example, if you select levels 7 and 11, the search will match against levels 7, 8, 9, 10, and 11.

Select the criteria you want to use to find job vacancies. Remember positions continue to be generically announced by a series unless they are “hot jobs” or hard to fill positions.

# Job Search Results

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Civilian jobs that make a difference to our country and the world

Home | Search for Jobs | Applicant Tools | Applicant Information | 10/3/2003 8:33:04 AM

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### DON Job Search Results

To view a DON Announcement, click on the underlined Announcement number. All announcements with a closing date close at 12:00 am Eastern Standard Time on the day of the closing.

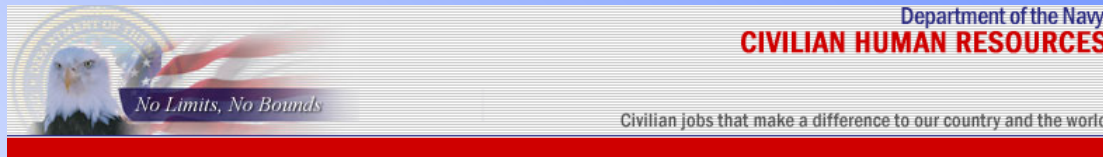
You may re-sort your search results by clicking on any of the column titles. [New Search](#)

Annmt Number	Closing Date	Title	PP-SERS-GR	Salary Range	Job Location
<a href="#">PNS-OC-0014</a>	OPEN CONTINUOUS	BOILER PLANT OPERATOR (LEADER)	WL-5402-11	\$42,804 - \$50,025	Kittery, ME
<a href="#">EAST0855</a>	OPEN CONTINUOUS	ELECTRONICS ENGINEER	GS-0855-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Cherry Point, NC
<a href="#">PHL-OC-0055</a>	OPEN CONTINUOUS	MACHINIST	WG-3414-05 ,08 ,10 ,11 WL-3414-05 ,08 ,10 ,11	\$32,202 - \$50,150	Philadelphia, PA
<a href="#">PNS-OC-0286</a>	OPEN CONTINUOUS	MECHANICAL ENGINEER	GS-0830-12	\$53,225 - \$68,678	Kittery, ME
<a href="#">EAST2003</a>	OPEN CONTINUOUS	SUPPLY MANAGEMENT ANALYST / SPECIALIST / OFFICER	GS-2003-05 ,06 ,07 ,08 ,09 ,10 ,11 ,12 ,13 ,14 ,15	\$24,000 - \$120,000	Guantanamo Bay, Cuba ; Washington, DC ; Albany, GA ; Cherry Point, NC ....
<a href="#">PAX-OC-0022</a>	OPEN CONTINUOUS	ACCOUNTANT	GS-0510-05 ,07 ,09 ,11 ,12 ,13 ,14	\$26,429 - \$106,086	Patuxent River, MD ; St Inigoes, MD ; Lakehurst, NJ
<a href="#">PHL-OC-0024</a>	OPEN CONTINUOUS	ACCOUNTANT	GS-0510-05 ,07 ,09 ,11 ,12	\$27,347 - \$75,954	Philadelphia, PA
<a href="#">PNS-OC-0290</a>	OPEN CONTINUOUS	ACCOUNTANT	GS-0510-07 ,09 ,11	\$33,393 - \$64,254	Kittery, ME
<a href="#">SW0510</a>	OPEN CONTINUOUS	ACCOUNTANT / ACCOUNTING OFFICER	GS-0510-05 ,07 ,09 ,11 ,12 ,13 ,14 ,15	\$23,442 - \$126,255	Auburn, AL ; Hoover, AL ; Anchorage, AK ; Elmendorf Air Force Base, AK ....
<a href="#">CE0510</a>	OPEN	ACCOUNTANT /	GS-0510-04 ,05 ,09	\$23,327	Cape Cod, MA ; Elmendorf Air Force Base, AK ;

# Job Search

## Results

To print this announcement, click on your right mouse key and select the Print function.



### Job Announcement Detail

To print this announcement, click on your right mouse key and select the Print function.

#### Announcement Information

**Announcement Number:** SE0561

**Open Date:** Feb 14 2000

**Closing Date:** OPEN CONTINUOUS

The Department of the Navy recruits talented people for a variety of occupations and grade levels for numerous vacancies for this position and we will maintain an inventory of high-caliber applicants to occurs. When you apply under this announcement, your application will be placed in our candidate vacancies become available. Because this announcement may be used to fill vacancies at various sure you clearly state your skills, lowest acceptable grade/pay level, and desired job locations where

#### Position Information

**Title:** BUDGET CLERK / TECHNICIAN

**Pay Plan - Series - Grade:** DG-0561-02  
GS-0561-04, 05, 06, 07, 08, 11

#### Salary Range

\$22,078 - 58,867 per annum

#### Location(s)

#### Area of Consideration

The Human Resources Service Center Southeast (HRSCSE) is soliciting resumes to fill current and/or future vacancies in this occupational series. The HRSCSE utilizes an automated inventory referral system that requires the submission of a resume and an Additional Data Sheet in the formats described in the How to Apply section of this announcement. As vacancies occur, resumes will be considered in accordance with the designated recruitment methods, the areas of consideration, and the information provided in the resumes and in the Additional Data Sheets. Positions in this series are not available in all locations. Visit our web site at [www.donhr.navy.mil/HRSC/southeast/localnews.htm](http://www.donhr.navy.mil/HRSC/southeast/localnews.htm) for a list of positions at activities serviced by the Southeast.

#### Who May Apply

Visit [www.donhr.navy.mil/Jobs/CategoryDefinitions.asp](http://www.donhr.navy.mil/Jobs/CategoryDefinitions.asp) for a list of definitions on the following hiring categories. Current or former permanent Federal employees eligible for promotion, reassignment, transfer, or reinstatement. eligible Nonappropriated Fund employees. Veterans Readjustment Authority (VRA) eligibles. 30% Disabled Veterans. applicants appointable under the Persons with Disabilities Employment Program. current students. recent college graduates who are Outstanding Scholars. Executive Order 12721 eligibles. eligible military spouses. ICTAP eligibles. preference eligibles or Veterans who have been honorably separated from the armed forces after substantially completing an initial 3 year term of active service (VEOA eligibles). Upon request by HRSC-SE, you must be able to provide documentation to support your appointability.

#### Duties

This series includes all positions the principal duties of which are to perform clerical and technical work in support of budget analysis and administration when such work requires primarily knowledge of the procedures which facilitate budgeting as conducted in the Federal service. Work in this series requires practical understanding and skill in the application of administrative rules, regulations, and procedures associated with recording, reporting, processing, and keeping track of budgetary transactions, e.g., the credit, receipt, transfer, allotment, withdrawal, obligation or outlay of funds.

#### How to Apply

It's easy! You can apply for this announcement on-line by simply clicking on the "Apply Now" button. If you submit your resume on-line, it will normally be processed no later than two business days from receipt.

#### Forms Required

Typed Resume and Southeast Additional Data Sheet

# Job Search Results/Apply

To print this announcement, click on your right mouse key and select the Print function.


Note:

We anticipate numerous vacancies for this position and we will maintain an inventory of high-caliber applicants to be referred when a vacancy occurs. When you apply under this announcement, your application will be placed in our candidate inventory and considered as vacancies become available. Because this announcement may be used to fill vacancies at various grade/pay levels and locations, be sure you clearly state your skills, lowest acceptable grade/pay level, and desired job locations when you apply.

To apply to a position scroll to the bottom of the vacancy  
and click on **Apply Now** 



# Job Search Results/Apply



**Department of the Navy**  
**CIVILIAN HUMAN RESOURCES**

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**My Job Application**  
The Status of Your Job Application is Identified Below

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**Application Status**

You currently have a resume on file at the Human Resources Service Center SOUTHEAST. You are strongly encouraged to use this resume to apply for SE0301, MISCELLANEOUS ADMINISTRATION / PROGRAM MANAGEMENT. It is not necessary to submit a new resume if your resume information has not changed. Simply click the 'Apply Now' link below. If you need to update your resume with new information, then use the 'Go to My Resume' link below.

[Apply Now](#) | [Go to My Resume](#) | [Cancel Application](#)

Choose from one of the three options to apply.

**Apply Now Notification**  
Thank you for using the Department of the Navy Apply Now Process

---

**Apply Now Status**

Your request to use your resume on file at the Human Resources Service Center SOUTHEAST to apply for SE0301, MISCELLANEOUS ADMINISTRATION / PROGRAM MANAGEMENT has been SENT for consideration for this announcement.

No further action is required on your part to receive consideration for this announcement.

A courtesy copy of your request will be sent to your email address when it is RECEIVED at the Human Resources Service Center SOUTHEAST.

[Close Window](#)

You have successfully submitted your resume

# Searches

Users of this service will be notified by e-mail of new DON Hot Jobs and individual vacancy announcements that are posted to the DON web site that meet your search criteria.

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Home Search for Jobs Applicant Tools Applicant Information 12/4/2003 1:35:54 PM

### My Searches

Below Lists your Search Agents and Activity

Welcome to My Searches! This is Department of the Navy's automated job subscription service. Users of this service will be notified by e-mail of new DON Hot Jobs and individual vacancy announcements that are posted to the DON web site that meet your search criteria. Department of the Navy also uses open continuous announcements to fill jobs. This subscription service does not include open continuous announcements unless also specified as a DON Hot Job. To search for all announcements, including open continuous announcements, go to [Search for Jobs](#).

You can create and save up to **5 searches** with this service. Once you have created a search, click on **View** to see your search results, **Edit** to make changes to your search parameters and **Delete** to remove a search.

Search Name	Created Date	Active	Action
HR Local	10/20/2003	True	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Overseas active	10/20/2003	True	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Create

# My Job Interests

Department of the Navy  
**CIVILIAN HUMAN RESOURCES**

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Civilian jobs that make a difference to our country and the world

Home Search for Jobs Applicant Tools Applicant Information 12/4/2003 1:47:12 PM

### My Job Interests

To check the Regions where you have a current resume on file with the Department of the Navy, click the 'Check Resume Location' button below.

**Check Resume Location**

To view detailed information about the jobs you have applied to, select a Region where you have a current resume on file from the dropdown list below and click the 'Select Region' button.

**Select Region** **Select Region**

### Quick Tips

**General**  
You may use My Job Interests to view or delete your interest in specific jobs you have applied to within Department of the Navy.

**Where is my resume on file?**  
By clicking the 'Check Resume Location' button you can view details regarding the location of your resume throughout Department of the Navy Human Resources Service Centers (HRSCs).


**What jobs have I applied to?**  
After establishing the location of your resume, you can view specific information regarding the jobs you have applied to by selecting a region where your resume is on file from the dropdown menu and clicking the 'Select Region' button.

**Why is my Resume Currently in Process?**  
Once you submit a new resume to Department of the Navy, it takes approximately 24-48 hours to process your new resume through the system and for your new resume to appear in My Current Job Interests. You will see a message in red text stating that your resume is currently being processed once you select a specific region for details. You may still apply or reapply to positions during this time although this information will not appear in the Current Job Interests area until the resume has

Check which region  
you have a resume  
with by clicking  
Check Resume Location

Select the a region  
where you have  
a resume

# My Job Interests



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### My Job Interests

To check the Regions where you have a current resume on file with the Department of the Navy, click the 'Check Resume Location' button below.

Check Resume Location

To view detailed information about the jobs you have applied to, select a Region where you have a current resume on file from the dropdown list below and click the 'Select Region' button.

Select Region Select Region

**Southeast Region:** Active Resume (Report Date: 12/4/2003)  
**Ervin, Leah - Resume received on 10/8/2003**

**My Current Job Interests:**

Date Applied	Announcement Number	Remove
11/24/2003	<a href="#">SE0201</a>	<input type="checkbox"/>

Remove Selected Jobs

### Quick Tips

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My Job Interests allows you to view or delete your interest in specific jobs you have applied to within Department of the Navy.

# My Status



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## My Status

Select a Region From the List Below to View Resumes on File

To check the expiration date of Resumes you have on file in the Regional Service Centers, click the 'Check Resume Location' button below.

To view recent activity for your resume on the jobs you have applied to, select a Region from the drop-down list below and click the 'Select Region' button.

To check the expiration date of Resumes you have on file in the Regional Service Centers, click the 'Check Resume Location' button



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## My Status

Select a Region From the List Below to View Resumes on File

To check the expiration date of Resumes you have on file in the Regional Service Centers, click the 'Check Resume Location' button below.

To view recent activity for your resume on the jobs you have applied to, select a Region from the drop-down list below and click the 'Select Region' button.

**Southeast Region** (Report Date: 12/4/2003)

There is no current status available for your resume.

# Notices

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12/4/2003 1:08:07 PM

## My Notices

Your Recent Activity is Listed Below

Your recent activity is identified below. Please check the Quick Tips for a description of the events that are tracked in the My Notices section.

Date	Description
12/3/2003 3:37:45 PM EST	Removed your resume from consideration in HRSC Southeast for the following jobs: SE0346.
12/3/2003 2:17:10 PM EST	Submitted updated contact information to the following Regions: Northwest, Southeast.
12/3/2003 2:16:43 PM EST	Updated your account contact information.
12/3/2003 2:15:35 PM EST	Submitted updated contact information to the following Regions: Northwest, Southeast.
11/24/2003 10:42:05 AM EST	Requested to use your current resume on file at HRSC SOUTHEAST to apply for SE0201, HUMAN RESOURCES SPECIALIST .
11/24/2003 10:41:35 AM EST	Requested to use your current resume on file at HRSC SOUTHEAST to apply for SE0201, HUMAN RESOURCES SPECIALIST .
10/8/2003 9:39:31 AM EST	Submitted your resume to HRSC SOUTHEAST to apply for SE0346, LOGISTICS MANAGEMENT SPECIALIST / OFFICER.
10/8/2003 9:39:19 AM EST	Submitted your resume to HRSC SOUTHEAST to apply for SE0346, LOGISTICS MANAGEMENT SPECIALIST / OFFICER.

## Quick Tips

### What events are tracked in My Notices?


Submitting an updated resume to a job you've previously applied to.  
Submitting a new resume.  
Requesting to use your current resume on file to apply for new jobs.  
Requesting to remove consideration for a job(s) on your current resume.  
Extending the expiration date of your resume.  
Updating your account contact information.

### How long will My Notices be displayed?

Notices remain listed for 60 days from the date posted.



# Applicant Information



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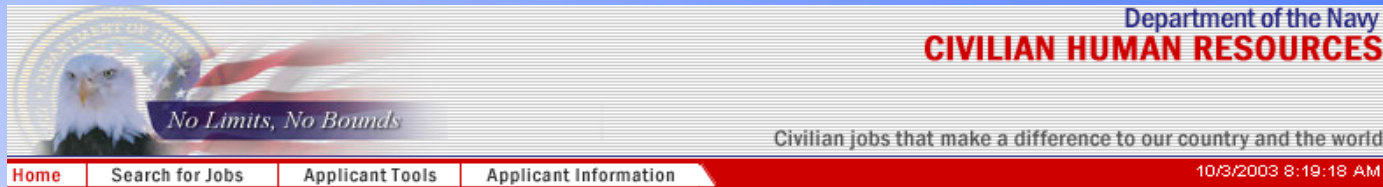
## Applicant Information

- [Top 10 Reasons to use My Resume](#)
- [Benefits of working for the Department of the Navy](#)
- [Common Hiring Categories](#)
- [How to Prepare a Resume](#)
- [Interview Information](#)
- [My Resume Information](#)
- [Military Spouse Preference Information](#)
- [One Resume Policy](#)
- [Password Help](#)
- [Re-use Your Resume Info](#)
- [Sample Resume](#)
- [Search for Jobs](#)

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Deputy Assistant Secretary of the Navy (Civilian Human Resources)  
This is an Official U.S. Navy Web Site

# Important Links



The banner features the Department of the Navy seal on the left, which includes an eagle and the text "U.S. DEPARTMENT OF THE NAVY". To the right of the seal is the text "No Limits, No Bounds" in a stylized font. Further right, the text "Department of the Navy" is in blue, and "CIVILIAN HUMAN RESOURCES" is in red. Below this, a tagline reads "Civilian jobs that make a difference to our country and the world". At the bottom of the banner is a red navigation bar with white text links: "Home", "Search for Jobs", "Applicant Tools", and "Applicant Information". On the far right of the bar is the date and time "10/3/2003 8:19:18 AM".

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## Important Links for Applicants

The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense, the United States Department of the Navy or the DASN/OCHR Command of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense, the Department of the Navy and the DASN/OCHR Command does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this DoD web site.

### Department of the Navy Human Resource Offices

- [Human Resource Service Centers](#)
- [Human Resource Offices](#)

### New Hire Information

- [Passport Information](#)


### Office of Personnel Management

- [General Site](#)
- [USA JOBS](#)

### Pay Information

- [General Pay Information Link](#)
- [GS Pay Link](#)
- [WG Pay Link](#)

# Frequently Asked Questions



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Department of the Navy  
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**Frequently Asked Questions**

**Applicant Information**  
**Frequently Asked Questions**  
**Important Links**

Do you have questions on how we announce our job vacancies, how to apply, or what happens to your resume after you apply? We've gathered and answered some of our most common questions in the Frequently Asked Questions (FAQs) provided below:

- [Search for Jobs FAQs](#)
- [Forgot Your Password FAQs](#)
- [How to Apply FAQs](#)
- [I've Applied, Now What FAQs](#)

[Contact the Webmaster](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#)

**Deputy Assistant Secretary of the Navy (Civilian Human Resources)**  
**This is an Official U.S. Navy Web Site**

# New User?

## Department of the Navy's Civilian Hiring and Recruitment Tool

### 1 **Search for Jobs**

- ☐ Search for current DON job openings.
- ☐ Apply for open job positions online.

### 2 **Create Account**

- ☐ Create a password-protected, personalized account.
- ☐ Build your resume and create automated job search agents.

### 3 **Manage Account**

- ☐ Edit your user account, resume, and job search agents.
- ☐ Review job applications, resume activity, and user notices.

New users create an account.

# New User?

Fill in the appropriate



The screenshot shows the 'My Account - Create Account' page on the Department of the Navy Civilian Human Resources website. The page features a header with the Department of the Navy logo, the slogan 'No Limits, No Bounds', and the text 'Civilian jobs that make a difference to our country and the world'. A navigation bar includes links for Home, Search for Jobs, Applicant Tools, and Applicant Information. The form itself is titled 'My Account - Create Account' and includes a note that required fields are marked with an asterisk (\*). The form is divided into two main sections: 'Name' and 'Mailing Address'. The 'Name' section contains three text input fields for 'First\*', 'Middle Initial', and 'Last\*'. The 'Mailing Address' section contains five input fields: 'Street\*' (two lines), 'City\*', 'State\*' (a dropdown menu), and 'Zipcode\*' (two lines). The page also displays the date and time '10/9/2003 1:37:21 PM' in the top right corner.

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**My Account - Create Account**  
Required Fields are marked with an asterisk(\*).

**Name**

First\*

Middle Initial

Last\*

**Mailing Address**


Street\*

City\*

State\*

Zipcode\*  
 -

# New Users/Job Search



The banner features the Department of the Navy seal on the left, which includes an eagle and the text "DEPARTMENT OF THE NAVY". To the right of the seal is the slogan "No Limits, No Bounds" in a stylized font. Further right, the text "Department of the Navy" is written in a small font, followed by "CIVILIAN HUMAN RESOURCES" in a larger, bold, red font. At the bottom of the banner, the text "Civilian jobs that make a difference to our country and the world" is displayed.

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In order to guide you to positions you may be considered for, please answer the following questions:

? Do you hold, or have you ever held, a permanent Federal civil service position? ☐ Yes ☐ No

? Have you ever served active duty in the United States Military? ☐ Yes ☐ No

? Do you have another appointment eligibility? ☐ Yes ☐ No

**Continue →**

Answer the listed questions if you are a new user.



# To Apply for Jobs On-Line

To apply for this job announcement on-line, you must log into your account first. You may do so by: (1) clicking the 'Close Window' button below and (2) clicking the 'Applicant Tools' tab located at the top left hand corner of the search results page.

If you do not have an account, please return to the Home page by clicking the 'Home' tab and complete the 'Create Account' process.

Close Window

# Log Out



Use the log out button when you have finished using CHART.

